

# Checklist for Expansion of Liquor Premise

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

**Section 10-2** states “premises means the bounds of the enclosure where alcoholic beverages are permitted to be sold, stored or consumed under the authority of this chapter”. Therefore, an expansion of premises can only occur if the bounds of the enclosure that are licensed will be expanding to add an additional area to be connected to the currently licensed premise.

*The following requirements will be completed by the investigator working on your case*

\_\_\_\_\_ **Investigator requirement** – Within *24 hours* of receiving the case, arrange a meeting with the applicant/Managing Officer at the location to walk through the building and discuss plans. If the business has not yet been built, arrange a meeting within our office for the applicant/Managing Officer to bring the architectural plans and walk through the plans of the business/building together. ***Date of building/plan review:*** \_\_\_\_\_

\_\_\_\_\_ **Investigator requirement** – verification and copies of the current **City and State** liquor licenses

\_\_\_\_\_ **Investigator requirement** – *church/school location checklist* completed listing all churches and schools as required – see **Section 10-212** for all exceptions. ***Supervisor initial & date of review:*** \_\_\_\_\_

\_\_\_\_\_ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? \_\_\_\_\_. If yes, refer to the P & P titled “Conditional Licenses” and follow accordingly.

\_\_\_\_\_ **Investigator requirement** – Will a **conditional liquor license** be issued? \_\_\_\_\_. If yes, you must submit the conditional license to the Manager and applicant for approval before a state letter of approval will be issued. Refer to the P & P titled “Conditional Licenses” and follow accordingly.

\_\_\_\_\_ **Investigator requirement** – *notification checklist* completed and attached listing all entities that received notifications

\_\_\_\_\_ **Investigator requirement** – *consent verification checklist* completed confirming all requirements in **Sections 10-214** and **10-215** have been checked

\_\_\_\_\_ **Investigator requirement** – *Supervisors pre-consent approval* – submit case to Liquor Investigations Supervisor for approval of consent forms prior to issuing to applicant. ***Supervisor initial & date of review:*** \_\_\_\_\_

\_\_\_\_\_ **Investigator requirement** – *consent form cover sheet* signed by & given to applicant stating there are \_\_\_\_\_ eligible consenters and \_\_\_\_\_ signed consent forms were submitted thus meeting the consent requirement

\_\_\_\_\_ **Investigator requirement** – *Supervisors post-consent approval* – Within four business days from the date applicant submits signed consent forms, submit case to Liquor Investigations Supervisor for review and initial approval. ***Supervisor initial & date of review:*** \_\_\_\_\_

\_\_\_\_\_ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating “should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed” – see the *consent verification checklist* for specifics

\_\_\_\_\_ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*All of the following information must be submitted by the applicant*

Have   Need

\_\_\_\_\_   \_\_\_\_\_ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500

Have   Need

- \_\_\_   \_\_\_ Liquor license application – **must be signed. Form provided by the Regulated Industries Division**  
([http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /](http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/))
- \_\_\_   \_\_\_ \$150 application fee for expansion of premise (**Sec. 10-162**) – **check or money order made out to the city treasurer**
- \_\_\_   \_\_\_ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer
- \_\_\_   \_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division**  
([http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated /](http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/))
- \_\_\_   \_\_\_ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas (not to include a sidewalk café) and the **number of floors** involved
- \_\_\_   \_\_\_ *Consent form oath* signed by the applicant **and** a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**
- \_\_\_   \_\_\_ Property owner's consent – must bring in a **notarized letter** from the owner and a **certified copy** of the deed (or warranty deed or quit claim deed) proving ownership of property and approving the expansion

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have   Need

- \_\_\_   \_\_\_ A copy of the certificate of occupancy – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_ A copy of the occupant load certificate stating the occupancy load (**only needed for the following:** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_ A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- \_\_\_   \_\_\_ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100
- \_\_\_   \_\_\_ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – 8800 E. 63<sup>rd</sup> Street, Suite 180, Raytown, MO 64133, (816) 473-8888

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